

**PLANNING BOARD PUBLIC MEETING
TOWN OF LITCHFIELD**

Held on January 19, 2021

minutes approved on 02/16/2021

The Litchfield Planning Board held a meeting in the Town Hall conference room, 2 Liberty Way, Litchfield, NH 03052 on Tuesday, January 19, 2021 at 7:00 p.m.

In response to the COVID-19 Pandemic, the Planning Board also held a hybrid meeting pursuant to Governor Sununu's Emergency Order #12 related to public meetings. Via webex.

MEMBERS PRESENT: Michael Croteau - Chairman, Kimberly Queenan - Vice-Chairman, Kate Stevens, James Boffetti, Kevin Lynch, Selectmen's Rep.; Kate, James, and Kevin via Webex

MEMBERS ABSENT: Joshua Smith, Ronn Stephens, Curtis Sampson - Alternate

ALSO PRESENT: Joan McKibben (P.B. Admin. Assistant), Jay Minkarah (Executive Director Nashua Regional Planning Commission - NRPC); Jay via Webex

CALL TO ORDER

Mr. Croteau called the meeting to order at 7:00 p.m. and led the Board in the Pledge of Allegiance. Roll call of members.

Public Input: No Public input on non-agenda items.

AGENDA ITEMS:

1. Second Hearing Zoning Ordinance Hearing **Conservation Open Space Development Section 575.0.0** Clarify definitions for open space requirements and ownership of open space.
2. First Hearing Zoning **Section 507.00 Accessory Dwelling Units** (ADU) to allow detached ADU's by a planning board conditional use permit.

Conservation Open Space Development proposed amendments Section 575

This is the second hearing on proposed changes to the above.

The main points the Board is trying to clear up are confusion around multiple terms for open space and how the open space land is to be owned and used.

Section 575.4.3 clarifies trails shall be identified where *public* access to the designated open space is appropriate and/or to provide pedestrian circulation within the development as well as pedestrian access to areas outside the development.

Section 575.8. Clarified to say open space *may be* open to the public, but continues to state open space shall be permanently protected in *perpetuity*.

A fourth category was added for a form of ownership of open space.

Kim Q. questioned review by the Heritage Commission.

Jay M. stated if there are historic resources the Planning Board could send the application to the Heritage Commission.

Open to public comment, there was no public in attendance.

Kevin L. made a **MOTION** to move the zoning changes for COSD to the March Town Meeting ballot. James B. seconded the motion. The motion passes 5-0-0.

Accessory Dwelling Units Section 507 (ADU)

This is the first hearing after the work session. The objective is to allow detached ADU's but still be incidental and subordinate to the single-family dwelling and conform with the character of the neighborhood. A new section 507.06 is added to require a conditional use permit (CUP) approved by the Planning Board. The detached ADU shall be developed within an existing garage, barn or other similar outbuilding or shall be designed to be consistent with the appearance of building customary to a single-family dwelling (section 507.06 e).

Only one unit per single family dwelling would be permitted. If the ADU was attached or within the single family dwelling then only a building permit would be required.

If the ADU was detached from the dwelling it would need a conditional use permit.

James B. Why a CUP for detached?

Jay M. There would be a higher level of review and to be sure it kept with the single family character of the neighbourhood.

James had a concern about future planning boards discretionary powers under section c and e of the conditional use permit. But he feels the conditions are fine as written, it is a good first step that broadens the existing ordinance.

Open to public comment, there was none, no public in attendance.

James B. made a **MOTION** to send the amendments to the ADU ordinance to the ballot for town meeting vote. Seconded by Kim Q. The motion passes 5-0-0.

Committee Reports

2/4 Conservation Commission 7:00 pm hybrid meeting Town Hall

2/6 Deliberative Session for Town Meeting 10:00 am CHS gymnasium

2/9 Heritage Commission 7:00 pm remote

3/17 NRPC 7:00 pm check the website

CIP committee after Town deliberative session

Approval of Minutes

James B. made a **MOTION** to approve the January 5, 2021 meeting minutes. Kim Q. seconds the motion. Motion passes 4-0-1

Any Other Business

Kevin L. mentions Kim Queenan has been appointed by the Selectmen to fill a vacancy on the Board of Selectmen until the March town meeting vote. She had not been sworn in as Selectmen as of this meeting.

Mike C. asks about Hudson Planning Bd. meeting in reference to Hudson Logistics plan. There was a 12/30/20 meeting and another meeting to be 1/27/21 7:00 pm. Hudson Board of Selectmen denied the project's sewer permit by a 3-2 vote. Hudson Logistics is asking for a reconsideration of the vote.

Mike C. will do the annual report for the town report.

A **MOTION** to adjourn was made by James B. and seconded by Kim Q, Motion passes 5-0-0. The meeting adjourned at 7:55 pm

Minutes recorded by
J. McKibben